

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE
SERVICE AREA VII**

**DEPARTMENTAL TRANSFER OPPORTUNITY
Mental Health Services Coordinator I or II**

Service Area VII Administration is seeking a highly motivated and innovative individual to fill the full-time position of Housing Navigator for Service Area VII. Interested parties who currently hold the title of Mental Health Services Coordinator I or II, or are on the hiring list for these positions may apply.

Examples of Duties:

- Coordinates with Housing Development agencies, and both external and internal government housing services representatives regarding housing placements in SPA VII
- Attends various collaborative meetings within the community to assist with housing needs and advocate for new housing opportunities for the DMH population
- Outreaches to property owners and managers to provide education regarding mental health, in order to reduce stigma, and to increase availability of housing opportunities
- Maintains relationships with property owners and addresses their concerns to avoid eviction of our clients and provides crisis intervention to clients on the verge of eviction
- Meets regularly with shelters to serve as liaison and keep informed regarding space availability and requirements for admission
- Researches housing resources and maintains a directory for the service area
- As a member of the SA 7 Navigation Team, assists clients in problem solving around issues of money management, linkage to health and mental health care, immigration matters, employment

Desirable Qualifications:

- Excellent oral and written communication skills.
- Ability to work collaboratively with multi-disciplinary team and other agencies.
- Willingness to attend and chair meetings and provide services at multiple locations within the SPA VII community
- Detail oriented and sensitive to the needs of clients
- Ability to speak Spanish highly desirable
- Prior experience working in the field of housing is preferable, but not required

Individuals currently holding the position of Mental Health Services Coordinator I or II, or on the eligible list, are encouraged to submit their resume, master time card, and performance evaluations for the past two years for review and consideration to:

**Ana M. Suarez, L.C.S.W, District Chief
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Adult Systems of Care-Service Area VII
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